

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. C-540PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

HOWARD COUNTY GOVERNMENT OFFICE OF LAW

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>LEGAL OPINIONS</u> These files contain a copy of all legal opinions rendered by the Office of Law. Each opinion is maintained in a separate manila folder, which includes notes, research, correspondence, and a copy of the official opinion issued by the Office of Law.	RETAIN PERMANENTLY.
2	<u>LEGISLATIVE BILLS AND RESOLUTIONS</u> These files contain enrolled copies of bills and resolutions enacted by the County Council during legislative sessions.	RETAIN 5 YEARS IN OFFICE AND THEN DESTROY. The record copy is retained by the County Council permanently.
3	<u>COURT CASES</u> These files contain all closed and pending cases brought by or against the County and prosecuted or defended by the Office of Law. Each case file is maintained in a separate manila folder which includes all court pleadings, briefs, notes, transcripts, correspondence, exhibits, and other material pertaining to the case.	RETAIN ALL CASE FILES UNTIL CLOSED AND FOR SEVEN YEARS THEREAFTER AND THEN DESTROY. The record copy is retained by the Court.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

8/17/88 *Anthony G. [Signature]* COUNTY SOLICITOR
Date Signature Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
4	<u>GENERAL FILES</u> The general files contain correspondence and various types of background material pertaining to all subjects of interest to or regulated by the County Government. The subject matter includes such diverse areas as alcoholic beverages, airports, building codes, claims, education, land use policy, personnel, taxes, and zoning.	RETAIN FOR SEVEN YEARS IN THE OFFICE AND THEN DESTROY.
5	<u>ADMINISTRATIVE BOARD CASE FILES</u> These files contain all closed and pending cases brought before the various administrative boards within the County, including the Animal Matters Hearing Board, Board of Appeals, Personnel Board, Planning Board, Zoning Board, and Board of License Commissioners. Each case file is maintained in a separate manila folder which includes notes, correspondence, exhibits, and a copy of the Decision and Order issued by the Board.	RETAIN FOR FIVE YEARS IN THE OFFICE AND THEN DESTROY. The record copy is retained by the Administrative Board.
6	<u>FINANCIAL DISCLOSURE STATEMENTS AND LOBBYING REGISTRATION FORMS</u> These files contain all Financial Disclosure Statements and Lobbying Registration forms required to be filed with the Office of Law pursuant to State and local law. These Statements and Forms are filed by year in alphabetical order in manila folders.	RETAIN FOR FOUR YEARS FROM THE DATE OF ELECTION, OR TERMINATION OF OFFICE, EMPLOYMENT, OR APPOINTMENT OF PERSON FILING, WHICHEVER IS LATER.
7	<u>READING FILES</u> These files contain <u>copies</u> of all written documents and correspondence initiated by the Office of Law. Each file is maintained in a manila folder on a monthly basis and includes copies of correspondence, court pleadings, legal opinions, Decision and Orders, contracts, leases, and briefs written by the Office of Law.	RETAIN FOR FIVE YEARS IN THE OFFICE AND THEN DESTROY.